

SENIOR CHEMIST

DISTINGUISHING FEATURES

The fundamental reason the Senior Chemist position exists is to perform professional and supervisory duties in administering the day-to-day operations of the compliance laboratory and related functions in the Water Quality Division of the Water Resources Department to ensure compliance with federal, state and local environmental analysis requirements. This classification provides direct supervision over Chemist I and Chemist II staff. The Senior Chemist works under the general supervision of the Laboratory and Water Quality Manager.

ESSENTIAL FUNCTIONS

Any or all of the following duties are required to fulfill the Senior Chemist position.

Plans, assigns and supervises the work of laboratory personnel involved in the testing of water and wastewater samples per EPA and Standard Methods.

Participates in and monitors the development of the laboratory work plan; assign work duties, projects and programs, monitor workflow. Implements policies and procedures

Reviews and evaluates work product, methods and procedures for Quality Performance reviews, corrects deficiencies and implements disciplinary procedures.

Ensures the quality of the laboratory analyses through training and with the cooperation of the Quality Control Officer.

Plans and oversees the development and execution of new analytical procedures.

Assists in budget preparation, implementation and tracking. Participates in the forecast of additional funds needed for staffing, equipment, materials and supplies.

Oversees the reporting of analyses to regulatory agencies on the schedule that complies with EPA, ADEQ, Industrial Pre-treatment, APP and Reuse.

Works with staff and other members of Water Quality group to ensure all sampling requirements required under the Safe Drinking Water Act and the Arizona Administrative Code are met.

Reviews regulations, legislation and permits for impact on laboratory operations and the technical validity of analytical requirements.

Analyze compliance and operations samples as dictated by present and future regulations, including Water Quality, Pretreatment and Superfund programs.

Performs analysis, as required, as outlined in the Chemist II job description.

Provide technical information for projects as requested by others in Water Resources for projects involving Laboratory analysis.

Attendance and punctuality are essential to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Laboratory technique and protocols for chemical and microbiological analysis of water and wastewater samples. Must know, understand and follow QC requirements for each analytical method.

Ability to:

Direct and support staff performing a variety of duties at a variety of skills levels.
Observe, review and check the work of staff members to ensure conformance to standards.
Produce written documents with clearly organized thoughts.
Prepare effective reports and performance evaluations.
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
Enter data or information into a terminal, PC or other keyboard device.
Communicate effectively both verbally and in writing.
Listen and communicate effectively with a diverse group of people.
Prioritize own and others schedule and work tasks and complete work within specified time periods and deadlines.
Personify leadership, promote shared responsibility and teamwork; and have a shared commitment to quality.

Education & Experience

Any combination of training, education and experience equivalent to a Bachelor's degree in chemistry, microbiology or related field plus three years performing analysis or other related functions in an environmental laboratory. A minimum of one year supervisory experience is required.

Experience with microbiology, IC, ICP, GFAA, TOC, GC, or GC/MS required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified